

**SAMPLE LETTER OF UNDERSTANDING FROM PARENT AGENCY
(ON AGENCY LETTERHEAD)**

Date

Ms. Debra L. Markey
Human Resources Officer
U.S. Attorney's Office
555 4th Street, N.W., Room 5225
Washington, D.C. 20001

Dear Ms. Markey:

This letter confirms my understanding and agreement that (**Name of pending Special**), an attorney on my staff, will commence a (**six-month**) nonreimbursable detail as a Special Assistant U.S. Attorney upon approval of appointment. It is anticipated that he/she will commence this detail on (**Anticipated Date**).

It is understood that Mr./Ms. Special will serve without compensation other than that which he/she is now receiving under his/her existing appointment with our agency. Because this agency remains responsible for time and attendance records, it is necessary that arrangements be made to inform us of his/her hours of work and any leave taken during the period of his/her detail. The employee who is responsible for Mr./Ms. Special's time and attendance is (**Name of timekeeper**). Mr./Ms. Timekeeper can be reached at (**Phone number**).

Sincerely,

Supervisor or Whoever Has the
Authority in Parent Agency to
Approve a Non-Reimbursable
Interagency Detail